

**XXXX School District
Asset Adjustments**

Date: _____

FAI-3

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location /Room #	Disposal Code	Comments

Action Codes:

A - Add

T - Transfer

R – Removal/Return *

Released By: _____

Administrator

Date

Location: _____

Disposal Codes: 998-Support Services/ Maintenance 999-Technology

Received By: _____

Administrator

Date

Location: _____

- * Documentation to support removal from inventory must be attached, i.e. Police Report, credit invoice, etc.

White: Administrative Services

Pink: Receiving Location

Yellow: Releasing Location

XXBE-FAI

RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PORCESSING

(2001)